DECISIVE TACTICS

Printopia® User Guide

System Requirements

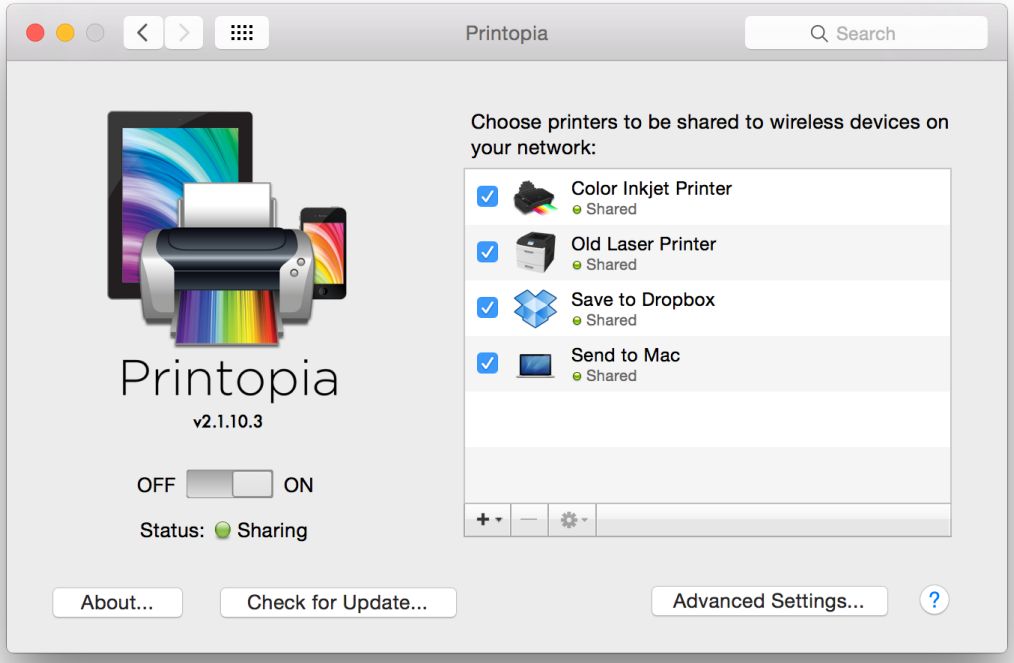
- Mac OS X 10.5 or later
- An iPhone, iPad or iPod Touch running iOS 4.2 or later

Quick Start

Double-click "Install Printopia" to get started. Your current printers and Printopia virtual printers will be automatically enabled for sharing. As long as your iPad or iPhone are on the same network as your Mac, you will now be able to print to them.

Sharing Printers

Printopia's settings screen resides under System Preferences:



Local and Network Printers

Printopia allows you to share any printer already configured on your Mac. To enable or disable a printer, select the checkbox to the left of the printer in the Printopia settings screen. Once shared, it will be visible to supported iPhone and iPad devices in the Print options screen.

Printer Configuration

To select printer configurations such as page size and print quality double-click a printer. You'll be presented with all available

settings for the given printer. These settings will be used when printing from your iPhone, iPad or iPod Touch.

"Send to Mac" Virtual Printer

This feature allows you to send a print job directly to your Mac as a PDF or image file. This saves paper, and can come in handy when you'd like to quickly and easily transfer something to your Mac. When you send a document to your Mac with this feature, it will pop up on the screen as soon as it's received. The files are saved in your home directory, in your Documents/Printopia folder.

"Send to Dropbox on Mac" Virtual Printer

This feature allows you to send a print job to Dropbox for instant synchronization with your other computers running Dropbox. This requires having Dropbox installed.

Adding Virtual Printers

Add custom virtual printers by clicking the + button. You may choose to save print jobs to a folder, send directly to an application or send to a PDF Workflow. Double-click the printer to change the name or save location.

Password Setup

To add password protection to a printer or virtual printer, select the printer and choose "Setup Password..." from the settings (⚙) menu. You may assign a username and password to multiple printers simultaneously by selecting the desired printers. (Hold down the shift key to select multiple items.)

Note that if a printer already has a password assigned to it via a print server or Printer Sharing from another Mac, you cannot change the assigned password using Printopia.

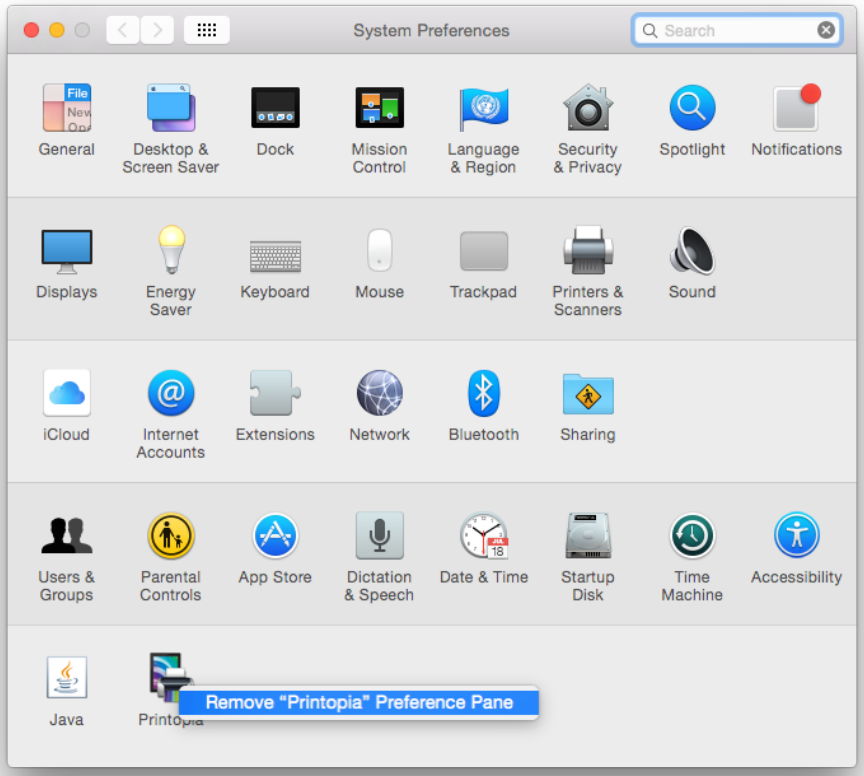
Installation and Removal

Installation

To install, double-click the Install Printopia icon.

Removal

To remove Printopia from your Mac, open the System Preferences main screen, right-click (or control-click) on the Printopia icon, and select “Remove Printopia Preference Pane”:



This will stop Printopia from running and remove it from your system.

Troubleshooting

If you’re running into trouble, here are some simple steps to try.

Important first steps:

- Make sure that you have the latest version of Printopia. To check your Printopia version, look for the version number in the preference pane, below the Printopia logo. Click "Check For Update" to obtain the latest version.
- Make sure your Mac is able to print to the printer in question.

If you don't see any printers in your iPhone or iPad's printer list:

- Check the Printopia status in the Mac's Printopia preference panel. Does it say "Shared"?
- Ensure that the device is on the same network as the Mac running Printopia.
- Ensure that the Mac is turned on and awake.
- Some routers may not be Bonjour compatible. If you're not seeing any printers listed, test without your router by choosing "Create Network" from your Mac's Airport menu. Then connect your iPhone or iPad

to this new ad-hoc network instead of your home network. If you can then see the printers, the router may not be Bonjour compatible or may be on a different subnet.

If you see printers, but nothing is printing:

- Check your iPhone or iPad's Print Center. To do this, double-press the device's home button to reveal the task tray. If you see a "Print Center" icon, this means there is an item in the print queue that has not yet printed. Tap print jobs to view their status, and cancel any jobs that may be stuck in the queue. (If you don't see a Print Center icon, it just means that there's nothing in the queue.)
- Check your printer's print queue on your Mac for status updates. To see all print jobs, choose "Show Completed Jobs" and "Show Everyone's Jobs" from the "Jobs" menu.
- Check your Mac's firewall settings. (System Preferences-> Security-> Firewall). If your Firewall is turned on, click "Advanced", and ensure that "Printopia Server" is not in the list of blocked apps. Also make sure that the "Block all incoming connections" checkbox is not checked. Alternatively, you may wish to temporarily turn off your firewall for troubleshooting purposes.

If you see printers, but the device reports an error:

- Try rebooting the iPhone or iPad. This may clear out cached information about printers which may have become invalid.
- Try the "Send To Mac" printer option. If this works, but your real printer does not work, this means it's likely a printer-specific issue and not an issue with your network.
- Be sure to clear the iPhone or iPad print queue before testing again.

For more information, answers to frequently asked questions and technical support after trying the steps above, please visit our support site: http://www.decisivetactics.com/support

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